



**TITLE:** Superintendent (exempt / non-union / full time / on-site)

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**Reports to:** General Superintendent / COO/ CEO

**Position Summary:** The Superintendent is a critical field leadership position and is foundational to our projects' success and safety. The Superintendent is responsible for managing and scheduling site construction personnel and jobsite operations. This position is also responsible for implementing and adhering to protocols and procedures to ensure jobsite safety, quality of work, and field team performance. The Superintendent will also work closely with the Project Manager to ensure that projects are completed on schedule, on budget, and to the level of quality expected by CVG and our clients.

***Are you ready to apply your field management experience to significant projects? Are you looking to teach, lead, and make a difference with a thriving field crew? Are you looking to get your foot in the door at a rapidly growing company where you can accelerate your career? If so – come join us!***

**ESSENTIAL DUTIES & RESPONSIBILITIES** (not limited to):

**Superintendent**

- Participate in job walks.
- Understand plans, specifications, and contracts throughout the entire job process.
- Prepare for and attend preconstruction team meetings.
- Implement jobsite logistics.
- Establish site safety plans and conduct daily walkthroughs.
- Lead and maintain a safe and efficient working environment for subs and project teams, as required by CVG's safety program, including public safety.
- Communicate and partner with internal team members and manage internal field team members while on jobsite.
- Develop, monitor, and update the Master Schedule.
- Generate and distribute weekly look-ahead schedules.
- Communicate and coordinate with the Warehouse Manager for material and labor needs.
- Attend and contribute to weekly OAC meetings.
- Provide detailed daily logs and photos, updates, document review of progress in Procore.
- Utilize construction background to identify effective solutions to address project issues/constructability.
- Chair weekly subcontractor coordination meetings.
- Review subcontractor and vendor drawings and submittals for adherence to plans and specs.
- Inspect and oversee the activities of the subcontractors for safety regulation compliance, schedule commitments, quality, accuracy, and workmanship.
- Identify, track, and manage subcontractor's scopes.
- Prepare work orders and field change orders for PM Teams.
- Maintain proficient knowledge of uniform building codes and inspection processes.
- Maintain current and valid certifications.

**Leadership**

- Set expectations, delegate tasks, and ensure completion. Give authority to work independently. Encourage accountability from team members.
- Mentor, coach, and train Assistant Superintendents, Carpenters, Laborers, and Interns.
- Problem solving and presentation skills.

**Business Partnership**

- Develop and maintain new and current relationships with management, engineers, city inspectors, architects, consultants, and clients.
- Partner with HR Director to ensure employees receive timely and effective performance feedback.
- Ensure all employees are following safety guidelines and protocols in their respective roles.
- Partner with Executives and General Superintendent to ensure understanding of the overall business objectives.



#### **EDUCATION/EXPERIENCE/QUALIFICATIONS:**

- At least 5 years of work experience as a Superintendent in commercial construction.
- Experience with various commercial construction projects such as Tenant Improvements, Ground Up, Building Renovations, Life Science, and more.
- Experience running a large project or multiple small projects concurrently.
- Understanding of construction practices and procedures.
- Extensive knowledge of Building Management Systems: security, fire systems, mechanical systems, electrical systems, and data systems.
- Proficient with schedules and scheduling.
- Proficient in Word, Excel, Outlook, Bluebeam, Microsoft Project, and Procore.
- Completion of OSHA 30 is required.
- Completion of CPR and First Aid training is required.
- Strong communication skills (verbal and written) – must be able to speak, read, and write in English.
- Organized with a strong attention to detail and accuracy; excellent follow-through skills.
- Ability to build and foster positive team relationships.
- Maintains a professional environment, demonstrates ethical behavior, and uses good judgement.
- Be adaptable, flexible, and resilient while managing multiple tasks concurrently in a fast-paced environment.
- Able to work nights and weekends, as needed.
- Physical Demands/Working Conditions: Able to access all areas of the jobsite including stairs, scaffolding, ladders, elevation changes, etc.; Capable of working in physical positions that may include kneeling, sitting, standing, squatting, bending, etc.; Be willing and able to climb to heights as needed; Must be able to move, carry, or position items weighing up to 50 lbs.
- Valid Driver's License and reliable transportation.

#### **EXTENSIVE EMPLOYEE BENEFITS PACKAGE:**

- **Paid Time Off (PTO):** Full-time exempt employees begin accruing PTO on the first day of employment. New employees are not eligible to use PTO until they have completed at least 90 days of employment. Employees accrue PTO based on length of employment, per an 80-hour pay period.
- **Paid Sick Leave:** You will receive 24 hours (3 days) of paid sick leave per year, beginning on your date of hire.
- **Holiday Pay:** (10) Paid Company Approved Holidays.
- **Cell Phone Allowance:** \$50/month reimbursement for usage of employee-owned cell phone.
- **Computer:** Company laptop
- **Education Reimbursement:** CVG encourages continued industry related education and training. With pre-approval, employees will be 100% reimbursed for training outside of the company.
- **Retirement Programs – 2:** Profit-Sharing Plan, Cash Balance Plan to help our full-time employees achieve a secure retirement.
- **Discretionary Bonuses:** You will be eligible to participate in our bonus plan.
- **Health Benefits:** 100% company-funded Medical, Life, Vision, and dental insurance for employee
- **Employee Assistance Program (EAP)**

#### **OFFICE PERKS:**

- **Full Gym:** Amenities include shower facilities, equipment, free weights, punching bag, TV, etc.
- **Fully Stocked Kitchen:** daily coffee, breakfast, lunch, snack, and drink options
- **Frequent happy hours and team events**

This position has an annual salary range of \$95,000 - \$150,000k. The actual salary offer will be carefully considered based on a wide range of factors, including your skills, qualifications, and experience. The range is subject to change and may be modified in the future. This role is also eligible for health, dental, vision, life, disability along with retirement plans.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin.